



Family & Youth Initiatives

New Roots Mentoring

Program Educator Job Description

Position: New Roots Mentoring Program Educator
Work Week: Up to 20 hours per week-As Grant Permits

Employment Status: Part Time
Benefits: See FYI Policy Manual

The New Roots Mentoring program allows caring adults to reach, encourage, and influence youth of all backgrounds and ages by teaching social-emotional skills. Our program is available to students in grades 3rd-12th. Mentoring occurs in a one-on-one, group, or classroom setting. New Roots provides mental and emotional support to students by being a consistent presence in their lives. They reinforce self-esteem and positive influence by showing them that they are valued, heard, and understood. New Roots Mentoring program educators

- Assist New Roots Mentoring Director in building a positive engaging relationship with students, school administrators, and staff.
- Provide New Roots Mentoring Director with properly completed forms, update data logs, and reports.
- Assist in recruiting, supervising, and supporting mentors to build a lasting caring relationship with youth and maintain weekly contact with mentors.
- Possess the ability to conduct comprehensive assessments and implement the mentee growth plans, utilizing various intervention methods and techniques.
- Participate in staff development opportunities and attend conferences, trainings, webinars to update knowledge on mentoring programs, mental health, in-house policy and procedures, and grant requirements.
- Attend and represent Mentoring Program at FYI related events.
- Identify, evaluate, and propose solutions to program areas that need special attention and bring issues to New Roots Program Director.
- Assist Program Direction with establishing appropriate lesson plans and the facilitation of the established curriculum.

QUALIFICATIONS

- Preferred: Associates Degree in education, social services or related field or 1-3 years' experience in community relations or interactive youth services field is required.
- Working knowledge of MS Word, Excel, Power Point, Google Suite, and Internet.
- Excellent interpersonal and communication skills, attention to detail, and multi-tasking skills.
- Ability to engage in professional networking.
- Self-starter, excellent follow-up and organization skills, report writing and presentation skills.
- Must have reliable transportation.
- Complete and pass a background check.